KITSELAS FIRST NATION
JOB DESCRIPTION

A. IDENTIFICATION

Job Title: Manager of Lands and Resources [Deputy Director]	**Department**: Lands & Resources
Reporting to: Director of Lands and Resources	**Employment Status**: Full-time
Rate: $39Hr, Negotiable	**Date Created/Revised**: December 15, 2025

B. PURPOSE

The Manager of Lands and Resources supports the Director of Lands & Resources in the **administration, coordination, and operational delivery of departmental functions**, with a particular focus on **Treaty implementation, expanded jurisdictional responsibilities, and intergovernmental coordination**.

This role is responsible for managing administrative systems, supervising Lands & Resource staff, coordinating special projects, and supporting the operationalization of Kitselas' Treaty rights and authorities across land, resource, and governance functions. The position serves as a key **operational bridge between policy direction, Treaty obligations, and day-to-day departmental execution**.

C. MAIN DUTIES AND RESPONSIBILITIES

1. Administration & Department Operations

- Develop, implement, and continuously improve administrative and operational systems for the Lands & Resources Department;
- Manage and lead administrative staff to achieve departmental and organizational objectives;
- Oversee departmental budgets, track expenditures, and support financial reporting in coordination with Finance;
- Maintain records management systems in accordance with Kitselas policies, applicable laws, and Treaty obligations, including retention, protection, retrieval, and disposition of records;
- Provide executive and confidential administrative support to the Director, including correspondence management, briefing materials, and draft responses;
- Maintain office efficiency through planning of systems, layouts, technology, and equipment procurement;
- Ensure appropriate inventory and procurement of office supplies and administrative resources;
- Delegate tasks and projects to administrative staff and supervise daily office activities to ensure productivity and cost control.

2. Treaty Implementation & Governance Support

- Support the **implementation of the Kitselas Treaty** as it relates to Lands & Resources operations, including the transition from Indian Act–based processes to Treaty-based governance;
- Coordinate administrative systems, workflows, and documentation to align with Kitselas' post-Treaty jurisdiction and authorities;
- Assist in tracking Treaty-related deliverables, timelines, reporting requirements, and implementation requirements within the department;
- Support the development and administration of policies, procedures, and internal controls required under the Treaty and associated Kitselas laws;
- Coordinate with other Kitselas departments to ensure Treaty implementation is operationally integrated across governance, finance, housing, and stewardship functions.

3. Staff Supervision & Human Resources Support

- Supervise Lands & Resource staff, including participation in recruitment, onboarding, training, performance reviews, and professional development;
- Provide ongoing formal and informal feedback to staff and foster a respectful, accountable, and high-performing work environment;
- Ensure staff understand and comply with Kitselas policies, confidentiality requirements, and Treaty-related governance expectations.

4. Stakeholder & Intergovernmental Relations

- Respond to enquiries and complaints in a professional and culturally respectful manner;
- Liaise with and maintain positive working relationships with other departmental staff, Kitselas citizens, residents, businesses, and community members;
- Support coordination with external stakeholders, including provincial and federal governments, local authorities, regulatory agencies, and partner organizations, particularly in relation to Treaty implementation and lands and resources administration;
- Provide a high standard of customer service to all internal and external stakeholders.

5. Information Management & Compliance

- Coordinate Departments information services in accordance with Kitselas policy, applicable privacy legislation, and Treaty requirements;
- Ensure confidentiality, data integrity, and appropriate access controls for sensitive government and Treaty-related information;
- Support compliance with relevant legislation, agreements, and Kitselas laws.

6. Other Duties

- Perform other related duties as assigned by the Director of Lands & Resources.



D. EDUCATION AND EXPERIENCE

- Diploma or Degree in Business Administration, Public Administration, Indigenous Governance, or a related field; equivalent combinations of education and experience may be considered;
- Minimum of three (3) years of progressive administrative or management experience, preferably in a senior or government-related role;
- Demonstrated experience supporting complex programs, projects, or governance initiatives;
- Proficiency in Microsoft Office (Excel, Word, Outlook, PowerPoint) and Adobe PDF;
- Understanding of the northwest BC cultural, political, and governance environment;
- Knowledge of or experience with First Nations governance, Treaty implementation, or land and resource administration is strongly preferred;
- Previous experience working in a First Nations government or organization is an asset.

E. SKILLS AND ABILITIES

- Strong interpersonal, written, and oral communication skills;
- Ability to exercise sound judgment, initiative, and discretion in a governance environment;
- High ethical standards and demonstrated ability to manage confidential and sensitive information;
- Strong organizational, planning, and time-management skills;
- Ability to establish priorities, goals, and expectations in a dynamic and evolving environment;
- Relationship-building skills with internal teams and external governments and stakeholders;
- Results-oriented with strong attention to detail;
- Ability to manage competing priorities and work under pressure;
- Flexibility to accommodate varying workloads and hours as required;
- Professional demeanor when interacting with the public and community members;
- Ability to navigate challenging situations and difficult conversations respectfully;
- Demonstrated ability to work collaboratively as part of a team.

Job Description
Acknowledgement

I acknowledge that I have read and understood the responsibilities of the position set forth herein by signing below. In addition, I recognize that the following job description is not intended to be an exhaustive list of all responsibilities and activities required of the position and may be subject to change and additions.

_____ _____

Employee Signature

Date

Direct Report Signature

Date

I approve the delegation of responsibilities outlined herein within the context of the organizational structure:

CEO Signature

Date

APPLICATIONS

Interested individuals are invited to submit an résumé and cover letter

Email: jobopportunities@kitselas.com
Closing Date: Open until filled.
Kitselas First Nation | Lands & Resources Department

Only shortlisted applicants will be contacted.